



City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

603-589-3330 Fax: 603-589-3344

November 14, 2012

INVITATION TO BID

Foster Square Drainage Improvements IFB0779-112812

The City of Nashua Division of Public Works invites qualified firms to submit bids for the **Foster Square Drainage Improvements** project. The purpose of the project is to make improvements to capture more stormwater at the location of the existing catch basin and to restore the eroded area in the park. The Work includes removal and disposal of an abandoned sewer, installation of approximately 50 feet of 12 inch Schedule 35 PVC lateral, removal and disposal of an existing catch basin, installation of a 5 foot diameter precast concrete catch basin with 3 foot sump with granite curb inlet and double catch basin frame and grate, removal and replacement of about 60 feet of vertical granite curb on radius, restoration of the roadway, removal and resetting of brick patio area, replacement of an asphalt sidewalk, restoring of an eroded lawn area with topsoil, loam and seed, and all associated work. The two page, full scale drawing set is available, at no charge, at the office of the Division of Public Works, Engineering Department, located at 9 Riverside Street, Nashua, NH.

INSTRUCTIONS TO BIDDERS

Bids must be submitted on the Bid Form in its entirety with **(1) original and two (2) copies**, in a sealed envelope plainly marked "**Foster Square Drainage Improvements**" and must be received at Central Purchasing Office, 229 Main Street, Lower Level, Nashua, NH 03060 prior to **11:00 am on Wednesday, November 28, 2012**. Postmarks or other timestamps will not be accepted in lieu of actual delivery. The contractor can use whatever delivery mechanism it chooses as long as it remains clear that the contractor is responsible for submissions prior to the date and time. Further details are available on the City's web site, www.nashuanh.gov, under Citizens Favorites, Current Bid Opportunities; document **IFB0779-112812**. Bids will be opened in public on the due date and time. Results of the bid opening will be posted on the City's web site, under Bid Results, within twenty-four (24) hours of the opening.

Completion time for the project shall be within 60 days of issuance of Notice to Proceed. The lowest responsible and qualified bidder will be notified about December 3, 2012.

Questions must be submitted **in writing** to Amy Prouty Gill, DPW CSO Stormwater Engineer, via e-mail at gilla@nashuanh.gov

The timeline for this project is:

	Date	Time
Deadline for Questions	Wednesday, November 21, 2012	2:00 pm
Answers to be posted	Monday, November 26, 2012	10:00 am
Bid Due	Wednesday November 28, 2012	11:00 am Purchasing Department
Notice to Proceed	About December 7, 2012	

A sample of the City's contract is attached. Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

Each General Bid shall be accompanied by a Bid Security in the amount of 5% of the Total Bid Price.

All bids are binding for sixty (60) days following the deadline for bids, or until the effective date of any resulting contract, whichever is later.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful bidder prior to commencement of work. Liability limits are as follows:

General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability: \$1,000,000 combined single limit

City of Nashua must be named as an additional insured on all liability certificates.

Workers' Compensation: Per NH State Statute (\$100,000/\$500,000/\$100,000)

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. A bid that is abnormally high or low for any bid item, or as a whole, may be rejected as unbalanced.

To be eligible for an award, a bidder must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the bidder has previously provided goods or services.

The submission of a bid constitutes the bidder's acceptance of and agreement to the terms and conditions of this Invitation to Bid.

The City is exempt of all taxes. All bids must be FOB Nashua, NH. All bidders must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Questions must be submitted **in writing** to Amy Prouty Gill, DPW CSO Stormwater Engineer, via e-mail at gilla@nashuanh.gov. In the event that questions are raised, or additional information is required, the City will post an addendum on the website, www.nashuanh.gov (under Current Bid Opportunities, document IFB0779-112812).

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
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